

Uncle Remus Regional Library System Board Meeting

October 11, 2012

2:00 PM

**UNCLE REMUS REGIONAL LIBRARY SYSTEM
1121 EAST AVENUE
MADISON, GA 30650
706-342-4974 EXT "0"**

AGENDA

I. Call to Order

II. Approval of Minutes

III. Reports

- a. Financial report

IV. Old Business

- a. Director Search – Update
- b. Revisions to Personnel Manual
- c. Member Library Constitutions & Bylaws – Update

V. New Business

- a. Web pages for Member Libraries
- b. GPLS Strategic Planning Meeting, November 8th

VI. Public comment

VII. Closed session

VIII. Adjournment

- a. Date of next meeting: January 10, 2012

THE UNCLE REMUS REGIONAL LIBRARY SYSTEM
REGIONAL BOARD MEETING
August 9, 2012

The Regional Board of the Uncle Remus Regional Library System met at the Uncle Remus Regional Library System Headquarters, Madison, GA on August 9, 2012, at 2:00 p.m.

The following members were present:

- Greene County: Karen Grigg, Sandra Lawson, Mary Lou Noonan, Emma O'Neal, Anita McCoy, Don McCoy, Kathleen Mayers
- Hancock County: Clifford Brown, Augusta Means
- Jasper County: No One Present
- Morgan County: Bonnie Hicky, Linda Thoman, Clarice Woods, Linda Conrads
- Putnam County: Pat Hone, Jane Richards, Mike Mize, Myra Hargrove
- Walton County, Loganville: Regis Stamey, Ann Jones
- Walton County, Monroe: Sandra Shurling
- Walton County, Social Circle: Joan McMillan, Nancy Posner, Penny Keener, Doug White, Virgil Hanks
- Walton County, Walnut Grove: Don Cannon

The meeting was called to order at 2:00 P.M.

MOTION 1: Minutes Approved

Steve Schaefer presented the Minutes from the January 12, 2012 Uncle Remus Regional Board Meeting. He entertained a motion to accept the minutes.

The minutes were accepted by Doug White and a second by Don Cannon and passed with a unanimous vote.

MOTION 2: June 30, 2012 Financial Report Approved

Steve Schaefer presented the Financial Report June 30th, 2012 Preliminary. He asked for a motion to accept the report. The Report was accepted with a motion by Ann Jones and a second by Pat Hone and passed with unanimous vote.

Regional Budget & MRR Grants

Steve proceeded to explain the regional budget and the regional budget detail. He also revisited the MMR grants for each library.

Audit Firm:

Steve announced that for the next fiscal year the Uncle Remus Regional Library System would be engaging with a new audit firm.

MOTION 3: Personnel Manual, Policy Manual, and Form Manual Approved

Steve introduced Mary Young, the new Administrative Services Librarian who will replace Ana Kadhum. Mary presented the new Personnel, Policy, and Form Manuals. She concentrated on a few of the changes made to avoid litigation. For instance, she removed the probation period because it cancels the "employment at will" since it implies that employees become "tenured" upon completing the probationary period. She suggested to the Board that they allow the director to make changes to forms without Board approval since these tend to change frequently. Bonnie Hicky moved to accept the Personnel Manual, the Policy manual, and Forms Manual with a second from Don Cannon and passed with unanimous vote.

E-Book Feedback: After considering the comments and feedback about E-Books, it was decided that E-Books will be revisited once all libraries have been restored to seven day a week service. Due to budget cuts, there is no materials money to even consider E-Books at this time.

Member Library Constitutions & Bylaws

Steve introduced Nancy Condon to the Board as the new Member Library Services Librarian. She will replace Cheryl Rogers. She will be working to make sure the member library's Constitution & Bylaws are consistent and standardized. Nancy plans to have the new Constitution & Bylaws ready for the October Regional Board Meeting.

Open Meetings Act

Mary Young presented the new Open Meetings Act and trained the Board of Trustees in compliance with the new law. She discussed ways to avoid litigation.

Public Comment

Steve commented on the state's proposed 3% cut and stated that there is not place to take this cut since materials and M&O have already been cut from the budget. He proceeded to talk about how the GHI costs to the employer have devastated the local library's budgets. The costs will go from the monthly \$743 to \$934 per employee in the next couple of years. The state did this in order to transfer the costs down from the state's budgets to the local communities.

MOTION 4: Moved into Executive Session

Don McCoy moved to accept move into executive session with a second from Nancy Posner and passed with unanimous vote.

EXECUTIVE SESSION

The executive session consisted of discussion of consultation with legal counsel pertaining to potential litigation.

MOTION 4: Move out of Executive Session

Doug White moved that the Board move out of executive session with a second from Don McCoy and passed with unanimous vote.

MOTION 5: Move Back into Regular Session

Sandra Shurling moved that the Board move into regular session with a second from Don McCoy and passed with unanimous vote.

Website Redesigned

Steve mentioned that the website was currently being redesigned to allow easier access to information and more transparency.

MOTION 6: Agenda Amended

Steve asked for a motion to amend the agenda in order to discuss an item not previously listed. Don McCoy moved to amend the agenda in order to discuss an item not on the agenda, with a second from Joan McMillan and passed with a unanimous vote.

Director Search

Steve discussed that he intends to advertise the search for a new director for the Uncle Remus Regional Library System prior to September 1st.

MOTION 7: Meeting Adjourned

Bonnie Hicky made the motion to adjourn with a second from Joan McMillan and passed unanimously.

The meeting adjourned at 3:45 p.m.

Minutes were Prepared and Submitted by Ana Kadhum.

Uncle Remus Regional Library

Financial Report

September 30, 2012

	YTD Invoiced	Annual Budget	Percent
100 - Regional Fund			
Revenues/Includes Accounts Receivables			
11 Fees and Fines	\$4,200.00	\$0.00	0.000 %
12 Grant Projects & Programs - donations	\$579.72	\$0.00	0.000 %
Regional Share/Transfer Ins	\$47,181.75	\$180,001.00	26.212 %
Total Revenues	<u>\$51,961.47</u>	<u>\$180,001.00</u>	<u>28.867 %</u>
Expenses			
17 Personnel	\$61,976.79	\$92,566.77	66.954 %
18 Utilities	\$1,232.50	\$10,000.00	12.325 %
19 Miscellaneous	\$1,350.00	\$0.00	0.000 %
20 Supplies, Printing, Processing	\$3,608.84	\$10,000.00	36.088 %
21 Professional Svcs, Dues, Fees, Seasonal	\$2,439.00	\$6,000.00	40.650 %
22 Telecommunications	\$1,379.55	\$7,000.00	19.708 %
23 Repair & Maintenance (Equipment)	\$2,385.04	\$3,000.00	79.501 %
24 Building Repair	\$530.00	\$2,000.00	26.500 %
25 Postage	\$44.65	\$100.00	44.650 %
27 Travel	\$574.87	\$5,000.00	11.497 %
31 Computer Equipment	\$2,464.96	\$6,000.00	41.083 %
34 Shared Costs - 1/8 / Tranfer Outs	\$28,295.00	\$0.00	0.000 %
35 Materials (Books) - Local	\$520.24	\$0.00	0.000 %
Total Expenses	<u>\$106,801.44</u>	<u>\$141,666.77</u>	<u>75.389 %</u>
 BEGINNING FUND BALANCE	 \$260,646.25	 \$260,646.25	 100.000 %
 NET SURPLUS/(DEFICIT)	 (\$54,839.97)	 \$38,334.23	 (143.057)%
 ENDING FUND BALANCE	 <u>\$205,806.28</u>	 <u>\$298,980.48</u>	 <u>68.836 %</u>

Uncle Remus Regional Library
Financial Report
September 30, 2012

	YTD Invoiced	Annual Budget	Percent
310 - State Funds			
Revenues/Includes Accounts Receivables			
Other State Grants	\$156,222.30	\$652,407.67	23.946 %
Total Revenues	<u>\$156,222.30</u>	<u>\$652,407.67</u>	<u>23.946 %</u>
Expenses			
17 Personnel	\$134,098.49	\$612,407.67	21.897 %
21 Professional Svcs, Dues, Fees, Seasonal	\$9,360.00	\$40,000.00	23.400 %
Total Expenses	<u>\$143,458.49</u>	<u>\$652,407.67</u>	<u>21.989 %</u>
BEGINNING FUND BALANCE	\$0.00	\$0.00	0.000 %
NET SURPLUS/(DEFICIT)	\$12,763.81	\$0.00	0.000 %
ENDING FUND BALANCE	<u><u>\$12,763.81</u></u>	<u><u>\$0.00</u></u>	<u><u>0.000 %</u></u>

Uncle Remus Regional Library

Financial Report

September 30, 2012

	YTD Invoiced	Annual Budget	Percent
108 - Greene County Fund			
Revenues/Includes Accounts Receivables			
05 Cities	\$6,507.54	\$53,356.00	12.197 %
06 Board of Education	\$25,000.00	\$25,000.00	100.000 %
07 County Commissioners	\$19,037.14	\$76,149.00	25.000 %
11 Fees and Fines	\$5,560.77	\$14,000.00	39.720 %
12 Grant Projects & Programs - donations	\$2.00	\$0.00	0.000 %
13 Materials (Books) - Donations, Gifts	\$488.76	\$5,078.39	9.624 %
Total Revenues	<u>\$56,596.21</u>	<u>\$173,583.39</u>	<u>32.605 %</u>
Expenses			
17 Personnel	\$27,117.26	\$115,696.00	23.438 %
18 Utilities	\$4,581.11	\$24,000.00	19.088 %
19 Miscellaneous	\$20.00	\$0.00	0.000 %
20 Supplies, Printing, Processing	\$1,334.33	\$5,000.00	26.687 %
21 Professional Svcs, Dues, Fees, Seasonal	\$130.00	\$3,000.00	4.333 %
22 Telecommunications	\$728.04	\$4,800.00	15.168 %
23 Repair & Maintenance (Equipment)	\$1,448.33	\$500.00	289.666 %
24 Building Repair	\$94.87	\$200.00	47.435 %
25 Postage	\$0.00	\$250.00	0.000 %
26 Delivery	\$320.09	\$1,500.00	21.339 %
27 Travel	\$0.00	\$500.00	0.000 %
28 Grounds, Cleaning	\$975.00	\$4,500.00	21.667 %
29 Water, Sewer	\$972.34	\$2,000.00	48.617 %
31 Computer Equipment	\$0.00	\$500.00	0.000 %
32 Building/Bond Insurance	\$1,044.50	\$1,250.00	83.560 %
33 Trustee Insurance	\$0.00	\$459.50	0.000 %
34 Shared Costs - 1/8 / Tranfer Outs	\$4,657.00	\$18,628.00	25.000 %
37 Materials (Books) - Donations, Gifts	\$24.32	\$5,078.39	0.479 %
Total Expenses	<u>\$43,447.19</u>	<u>\$187,861.89</u>	<u>23.127 %</u>
BEGINNING FUND BALANCE	\$75,485.83	\$75,485.83	100.000 %
NET SURPLUS/(DEFICIT)	\$13,149.02	(\$14,278.50)	(92.090)%
ENDING FUND BALANCE	<u><u>\$88,634.85</u></u>	<u><u>\$61,207.33</u></u>	<u><u>144.811 %</u></u>

Uncle Remus Regional Library

Financial Report

September 30, 2012

	YTD Invoiced	Annual Budget	Percent
101 - Hancock County Fund			
Revenues/Includes Accounts Receivables			
07 County Commissioners	\$42,404.15	\$101,000.00	41.984 %
11 Fees and Fines	\$3,484.51	\$6,000.00	58.075 %
13 Materials (Books) - Donations, Gifts	\$171.65	\$839.39	20.449 %
Total Revenues	<u>\$46,060.31</u>	<u>\$107,839.39</u>	<u>42.712 %</u>
Expenses			
17 Personnel	\$9,999.04	\$52,423.00	19.074 %
18 Utilities	\$4,323.60	\$15,000.00	28.824 %
19 Miscellaneous	\$45.00	\$0.00	0.000 %
20 Supplies, Printing, Processing	\$422.50	\$2,000.00	21.125 %
21 Professional Svcs, Dues, Fees, Seasonal	\$812.50	\$2,300.00	35.326 %
22 Telecommunications	\$524.34	\$2,000.00	26.217 %
23 Repair & Maintenance (Equipment)	\$168.64	\$500.00	33.728 %
24 Building Repair	\$6,748.38	\$4,862.00	138.798 %
25 Postage	\$0.00	\$250.00	0.000 %
26 Delivery	\$320.07	\$1,500.00	21.338 %
27 Travel	\$110.00	\$750.00	14.667 %
29 Water, Sewer	\$374.25	\$1,700.00	22.015 %
31 Computer Equipment	\$146.34	\$500.00	29.268 %
32 Building/Bond Insurance	\$1,044.50	\$1,250.00	83.560 %
33 Trustee Insurance	\$0.00	\$459.50	0.000 %
34 Shared Costs - 1/8 / Tranfer Outs	\$3,525.75	\$14,103.00	25.000 %
35 Materials (Books) - Local	\$743.99	\$4,853.00	15.331 %
37 Materials (Books) - Donations, Gifts	\$26.11	\$839.39	3.111 %
Total Expenses	<u>\$29,335.01</u>	<u>\$105,289.89</u>	<u>27.861 %</u>
BEGINNING FUND BALANCE	(\$53,807.34)	(\$53,807.34)	100.000 %
NET SURPLUS/(DEFICIT)	\$16,725.30	\$2,549.50	656.023 %
ENDING FUND BALANCE	<u><u>(\$37,082.04)</u></u>	<u><u>(\$51,257.84)</u></u>	<u><u>72.344 %</u></u>

Uncle Remus Regional Library
Financial Report
September 30, 2012

	YTD Invoiced	Annual Budget	Percent
102 - Jasper County Fund			
Revenues/Includes Accounts Receivables			
07 County Commissioners	\$17,829.00	\$71,316.00	25.000 %
11 Fees and Fines	\$3,246.22	\$5,000.00	64.924 %
13 Materials (Books) - Donations, Gifts	\$211.08	\$2,123.21	9.942 %
Total Revenues	\$21,286.30	\$78,439.21	27.137 %
Expenses			
17 Personnel	\$5,699.54	\$31,664.00	18.000 %
18 Utilities	\$2,510.88	\$15,000.00	16.739 %
20 Supplies, Printing, Processing	\$604.81	\$1,000.00	60.481 %
21 Professional Svcs, Dues, Fees, Seasonal	\$375.00	\$2,000.00	18.750 %
22 Telecommunications	\$1,009.05	\$2,500.00	40.362 %
23 Repair & Maintenance (Equipment)	\$839.92	\$750.00	111.989 %
24 Building Repair	\$0.00	\$500.00	0.000 %
25 Postage	\$0.00	\$250.00	0.000 %
26 Delivery	\$320.07	\$1,500.00	21.338 %
27 Travel	\$0.00	\$500.00	0.000 %
28 Grounds, Cleaning	\$0.00	\$500.00	0.000 %
29 Water, Sewer	\$221.10	\$1,500.00	14.740 %
31 Computer Equipment	\$0.00	\$500.00	0.000 %
32 Building/Bond Insurance	\$4,148.22	\$3,592.00	115.485 %
33 Trustee Insurance	\$0.00	\$459.50	0.000 %
34 Shared Costs - 1/8 / Tranfer Outs	\$4,494.25	\$17,977.00	25.000 %
35 Materials (Books) - Local	\$12.16	\$3,236.00	0.376 %
37 Materials (Books) - Donations, Gifts	\$953.50	\$2,123.21	44.908 %
Total Expenses	\$21,188.50	\$85,551.71	24.767 %
BEGINNING FUND BALANCE	\$23,870.37	\$23,870.37	100.000 %
NET SURPLUS/(DEFICIT)	\$97.80	(\$7,112.50)	(1.375)%
ENDING FUND BALANCE	\$23,968.17	\$16,757.87	143.026 %

Uncle Remus Regional Library
Financial Report
September 30, 2012

	YTD Invoiced	Annual Budget	Percent
103 - Morgan County Fund			
Revenues/Includes Accounts Receivables			
07 County Commissioners	\$45,617.41	\$186,340.00	24.481 %
08 Other Tax Funds	\$0.00	\$5,000.00	0.000 %
11 Fees and Fines	\$7,529.20	\$18,000.00	41.829 %
12 Grant Projects & Programs - donations	\$5.00	\$0.00	0.000 %
13 Materials (Books) - Donations, Gifts	\$3,484.19	\$17,685.96	19.700 %
Total Revenues	<u>\$56,635.80</u>	<u>\$227,025.96</u>	<u>24.947 %</u>
Expenses			
17 Personnel	\$34,462.56	\$147,109.00	23.427 %
18 Utilities	\$7,059.19	\$24,000.00	29.413 %
20 Supplies, Printing, Processing	\$1,545.30	\$5,500.00	28.096 %
21 Professional Svcs, Dues, Fees, Seasonal	\$195.00	\$3,500.00	5.571 %
22 Telecommunications	\$750.28	\$3,500.00	21.437 %
23 Repair & Maintenance (Equipment)	\$1,143.17	\$600.00	190.528 %
24 Building Repair	\$10.87	\$0.00	0.000 %
25 Postage	\$72.00	\$4,000.00	1.800 %
26 Delivery	\$320.07	\$1,500.00	21.338 %
27 Travel	\$90.20	\$500.00	18.040 %
29 Water, Sewer	\$915.91	\$0.00	0.000 %
31 Computer Equipment	\$0.00	\$500.00	0.000 %
32 Building/Bond Insurance	\$1,044.50	\$1,250.00	83.560 %
33 Trustee Insurance	\$0.00	\$459.50	0.000 %
34 Shared Costs - 1/8 / Transfer Outs	\$5,060.25	\$20,241.00	25.000 %
35 Materials (Books) - Local	\$1,855.04	\$5,000.00	37.101 %
37 Materials (Books) - Donations, Gifts	\$29.90	\$17,685.96	0.169 %
Total Expenses	<u>\$54,554.24</u>	<u>\$235,345.46</u>	<u>23.181 %</u>
BEGINNING FUND BALANCE	\$95,492.43	\$95,492.43	100.000 %
NET SURPLUS/(DEFICIT)	\$2,081.56	(\$8,319.50)	(25.020)%
ENDING FUND BALANCE	<u><u>\$97,573.99</u></u>	<u><u>\$87,172.93</u></u>	<u><u>111.932 %</u></u>

Uncle Remus Regional Library

Financial Report

September 30, 2012

	YTD Invoiced	Annual Budget	Percent
104 - Putnam County Fund			
Revenues/Includes Accounts Receivables			
05 Cities	\$16,000.00	\$16,000.00	100.000 %
07 County Commissioners	\$23,434.00	\$140,604.00	16.667 %
11 Fees and Fines	\$5,917.03	\$16,000.00	36.981 %
12 Grant Projects & Programs - donations	\$1,755.00	\$0.00	0.000 %
13 Materials (Books) - Donations, Gifts	\$374.60	\$9,656.69	3.879 %
Total Revenues	\$47,480.63	\$182,260.69	26.051 %
Expenses			
17 Personnel	\$29,682.31	\$123,074.00	24.117 %
18 Utilities	\$4,437.35	\$16,000.00	27.733 %
20 Supplies, Printing, Processing	\$990.68	\$4,000.00	24.767 %
21 Professional Svcs, Dues, Fees, Seasonal	\$223.96	\$3,000.00	7.465 %
22 Telecommunications	\$866.14	\$2,500.00	34.646 %
23 Repair & Maintenance (Equipment)	\$92.39	\$1,000.00	9.239 %
24 Building Repair	\$121.01	\$2,000.00	6.051 %
25 Postage	\$0.00	\$250.00	0.000 %
26 Delivery	\$320.07	\$1,500.00	21.338 %
27 Travel	\$82.75	\$500.00	16.550 %
29 Water, Sewer	\$120.40	\$1,500.00	8.027 %
31 Computer Equipment	\$910.18	\$2,000.00	45.509 %
32 Building/Bond Insurance	\$1,044.51	\$1,250.00	83.561 %
33 Trustee Insurance	\$0.00	\$459.50	0.000 %
34 Shared Costs - 1/8 / Tranfer Outs	\$5,209.00	\$20,836.00	25.000 %
35 Materials (Books) - Local	\$1,198.43	\$0.00	0.000 %
37 Materials (Books) - Donations, Gifts	\$15.29	\$9,656.69	0.158 %
Total Expenses	\$45,314.47	\$189,526.19	23.909 %
BEGINNING FUND BALANCE	\$36,269.34	\$36,269.34	100.000 %
NET SURPLUS/(DEFICIT)	\$2,166.16	(\$7,265.50)	(29.814)%
ENDING FUND BALANCE	\$38,435.50	\$29,003.84	132.519 %

Uncle Remus Regional Library
Financial Report
September 30, 2012

	YTD Invoiced	Annual Budget	Percent
105 - Loganville Fund			
Revenues/Includes Accounts Receivables			
05 Cities	\$31,809.50	\$127,238.00	25.000 %
07 County Commissioners	\$19,814.67	\$79,259.00	25.000 %
11 Fees and Fines	\$3,985.45	\$17,000.00	23.444 %
13 Materials (Books) - Donations, Gifts	\$916.44	\$7,311.67	12.534 %
Total Revenues	<u>\$56,526.06</u>	<u>\$230,808.67</u>	<u>24.490 %</u>
Expenses			
17 Personnel	\$43,651.82	\$189,482.00	23.037 %
20 Supplies, Printing, Processing	\$996.56	\$5,000.00	19.931 %
21 Professional Svcs, Dues, Fees, Seasonal	\$357.50	\$5,000.00	7.150 %
22 Telecommunications	\$649.21	\$1,344.00	48.304 %
23 Repair & Maintenance (Equipment)	\$465.46	\$750.00	62.061 %
24 Building Repair	\$14,158.67	\$0.00	0.000 %
25 Postage	\$0.00	\$250.00	0.000 %
26 Delivery	\$320.07	\$1,500.00	21.338 %
27 Travel	\$0.00	\$500.00	0.000 %
31 Computer Equipment	\$1,674.02	\$3,000.00	55.801 %
32 Building/Bond Insurance	\$1,044.51	\$1,250.00	83.561 %
33 Trustee Insurance	\$0.00	\$459.50	0.000 %
34 Shared Costs - 1/8 / Tranfer Outs	\$5,513.50	\$22,054.00	25.000 %
35 Materials (Books) - Local	\$2,410.93	\$0.00	0.000 %
37 Materials (Books) - Donations, Gifts	\$0.00	\$7,311.67	0.000 %
Total Expenses	<u>\$71,242.25</u>	<u>\$237,901.17</u>	<u>29.946 %</u>
BEGINNING FUND BALANCE	\$128,746.57	\$128,746.57	100.000 %
NET SURPLUS/(DEFICIT)	(\$14,716.19)	(\$7,092.50)	207.490 %
ENDING FUND BALANCE	<u><u>\$114,030.38</u></u>	<u><u>\$121,654.07</u></u>	<u><u>93.733 %</u></u>

Uncle Remus Regional Library

Financial Report

September 30, 2012

	YTD Invoiced	Annual Budget	Percent
106 - Monroe-Walton Fund			
Revenues/Includes Accounts Receivables			
05 Cities	\$30,900.00	\$123,600.00	25.000 %
07 County Commissioners	\$19,814.67	\$79,259.00	25.000 %
11 Fees and Fines	\$6,555.02	\$20,000.00	32.775 %
12 Grant Projects & Programs - donations	\$2,775.00	\$0.00	0.000 %
13 Materials (Books) - Donations, Gifts	\$2,310.01	\$11,510.10	20.069 %
Total Revenues	<u>\$62,354.70</u>	<u>\$234,369.10</u>	<u>26.605 %</u>
Expenses			
17 Personnel	\$33,765.52	\$133,989.00	25.200 %
18 Utilities	\$4,166.60	\$15,000.00	27.777 %
19 Miscellaneous	\$45.00	\$0.00	0.000 %
20 Supplies, Printing, Processing	\$799.32	\$5,000.00	15.986 %
21 Professional Svcs, Dues, Fees, Seasonal	\$347.50	\$5,000.00	6.950 %
23 Repair & Maintenance (Equipment)	\$740.44	\$1,000.00	74.044 %
24 Building Repair	\$5,512.83	\$500.00	1,102.566 %
25 Postage	\$0.00	\$250.00	0.000 %
26 Delivery	\$320.07	\$1,500.00	21.338 %
27 Travel	\$27.64	\$500.00	5.528 %
29 Water, Sewer	\$643.49	\$2,500.00	25.740 %
31 Computer Equipment	\$0.00	\$2,000.00	0.000 %
32 Building/Bond Insurance	\$1,044.52	\$1,250.00	83.562 %
33 Trustee Insurance	\$0.00	\$459.50	0.000 %
34 Shared Costs - 1/8 / Transfer Outs	\$5,513.50	\$22,054.00	25.000 %
35 Materials (Books) - Local	\$552.48	\$31,856.00	1.734 %
37 Materials (Books) - Donations, Gifts	\$21.95	\$11,510.10	0.191 %
Total Expenses	<u>\$53,500.86</u>	<u>\$234,368.60</u>	<u>22.828 %</u>
 BEGINNING FUND BALANCE	 \$105,002.46	 \$105,002.46	 100.000 %
 NET SURPLUS/(DEFICIT)	 \$8,853.84	 \$0.50	 1,770,768.000 %
 ENDING FUND BALANCE	 <u>\$113,856.30</u>	 <u>\$105,002.96</u>	 <u>108.432 %</u>

Uncle Remus Regional Library

Financial Report

September 30, 2012

	YTD Invoiced	Annual Budget	Percent
107 - Social Circle Fund			
Revenues/Includes Accounts Receivables			
05 Cities	\$27,000.00	\$108,000.00	25.000 %
07 County Commissioners	\$19,814.66	\$79,259.00	25.000 %
11 Fees and Fines	\$1,875.35	\$10,000.00	18.754 %
12 Grant Projects & Programs - donations	\$87.78	\$0.00	0.000 %
13 Materials (Books) - Donations, Gifts	\$251.00	\$3,644.52	6.887 %
Total Revenues	<u>\$49,028.79</u>	<u>\$200,903.52</u>	<u>24.404 %</u>
Expenses			
17 Personnel	\$32,283.73	\$140,776.00	22.933 %
19 Miscellaneous	\$15.00	\$0.00	0.000 %
20 Supplies, Printing, Processing	\$778.70	\$5,000.00	15.574 %
21 Professional Svcs, Dues, Fees, Seasonal	\$792.50	\$8,000.00	9.906 %
23 Repair & Maintenance (Equipment)	\$149.97	\$1,000.00	14.997 %
24 Building Repair	\$7,754.91	\$0.00	0.000 %
25 Postage	\$0.00	\$250.00	0.000 %
26 Delivery	\$320.08	\$1,500.00	21.339 %
27 Travel	\$104.34	\$500.00	20.868 %
31 Computer Equipment	\$212.04	\$2,000.00	10.602 %
32 Building/Bond Insurance	\$1,044.52	\$1,250.00	83.562 %
33 Trustee Insurance	\$0.00	\$459.50	0.000 %
34 Shared Costs - 1/8 / Tranfer Outs	\$5,513.50	\$22,054.00	25.000 %
35 Materials (Books) - Local	\$1,607.64	\$14,469.00	11.111 %
37 Materials (Books) - Donations, Gifts	\$787.47	\$3,644.52	21.607 %
Total Expenses	<u>\$51,364.40</u>	<u>\$200,903.02</u>	<u>25.567 %</u>
BEGINNING FUND BALANCE	\$274,330.16	\$274,330.16	100.000 %
NET SURPLUS/(DEFICIT)	(\$2,335.61)	\$0.50	(467,122.000)%
ENDING FUND BALANCE	<u><u>\$271,994.55</u></u>	<u><u>\$274,330.66</u></u>	<u><u>99.148 %</u></u>

Uncle Remus Regional Library

Financial Report

September 30, 2012

	YTD Invoiced	Annual Budget	Percent
109 - Walnut Grove Fund			
Revenues/Includes Accounts Receivables			
05 Cities	\$0.00	\$60,000.00	0.000 %
07 County Commissioners	\$0.00	\$79,259.00	0.000 %
11 Fees and Fines	\$0.00	\$2,000.00	0.000 %
Total Revenues	<u>\$0.00</u>	<u>\$141,259.00</u>	<u>0.000 %</u>
Expenses			
17 Personnel	\$14,810.56	\$72,646.00	20.387 %
18 Utilities	\$934.22	\$9,000.00	10.380 %
19 Miscellaneous	\$30.00	\$0.00	0.000 %
20 Supplies, Printing, Processing	\$3,032.15	\$4,000.00	75.804 %
21 Professional Svcs, Dues, Fees, Seasonal	\$0.00	\$2,000.00	0.000 %
22 Telecommunications	\$1,021.79	\$3,500.00	29.194 %
23 Repair & Maintenance (Equipment)	\$91.11	\$500.00	18.222 %
24 Building Repair	\$42.00	\$0.00	0.000 %
25 Postage	\$0.00	\$250.00	0.000 %
26 Delivery	\$316.46	\$1,500.00	21.097 %
27 Travel	\$349.35	\$500.00	69.870 %
29 Water, Sewer	\$366.27	\$800.00	45.784 %
31 Computer Equipment	\$0.00	\$500.00	0.000 %
32 Building/Bond Insurance	\$556.22	\$1,250.00	44.498 %
33 Trustee Insurance	\$0.00	\$459.50	0.000 %
34 Shared Costs - 1/8 / Tranfer Outs	\$5,513.50	\$22,054.00	25.000 %
35 Materials (Books) - Local	\$12.15	\$22,300.00	0.055 %
Total Expenses	<u>\$27,075.78</u>	<u>\$141,259.50</u>	<u>19.167 %</u>
BEGINNING FUND BALANCE	(\$449.90)	(\$449.90)	100.000 %
NET SURPLUS/(DEFICIT)	(\$27,075.78)	(\$0.50)	5,415,156.000 %
ENDING FUND BALANCE	<u>(\$27,525.68)</u>	<u>(\$450.40)</u>	<u>6,111.385 %</u>

Changes to Policy Manual

None

Changes to Personnel Manual

III (B)

Sexual Harassment

1. In compliance with applicable federal and state laws, URRLS will be a place that is free of any form of harassment, including sexual harassment. Sexual harassment includes unwelcome sexual advances, flirtations, propositions, sexually degrading words to describe an individual, graphic or suggestive comments, or requests for sexual favors. Additionally, it includes the display, in staff work areas, of sexually suggestive pictures or objects, including photographs or illustrations of nude or seminude figures.
2. Employees should promptly report incidents or possible incidents of sexual harassment to the ~~Director~~ Administrative Services Librarian.
3. If the employee's complaint directly involves the Administrative Services Librarian the employee should promptly report incidents or possible incidents of sexual harassment to the Director.
- 2.4. After investigation, any employee found to have engaged in sexual harassment will be subject to disciplinary actions that range from counseling and education up to and including termination of employment.

V (O)

Grievance Procedure

1. It is the policy of URRLS to resolve employee grievances informally, if at all possible. Both supervisors and employees are expected to make every effort to resolve conflicts as they arise. While consideration, cooperation and common sense can solve most situations, a few require further attention.
2. A grievance is a written complaint made by an URRLS employee alleging:
 - a. That his/her employment or productivity has been adversely affected by unfair treatment;

- b. Unsafe or unhealthy working conditions;
 - c. Erroneous or capricious application of URRLS policies and procedures; or
 - d. Unlawful discrimination based on race, color, religion, sex, national origin, age or disability.
3. An employee may file a written grievance with their immediate supervisor within five (5) working days after the occurrence of the incident which he/she is grieving about. A copy of such written complaint should be forwarded to the Administrative Services Librarian. (See "Employee Complaint Form")
4. The immediate supervisor shall meet with the employee to discuss the specific grievance and the relief desired by the employee. After hearing all relevant information provided by the employee, the immediate supervisor will communicate a decision in writing to the employee within five (5) work days of meeting with the employee. A copy of such communication should be forwarded to the Administrative Services Librarian.
5. If the grievance is not resolved with the immediate supervisor, the employee may submit the grievance, and any supporting documentation, in writing to the ~~Director~~Administrative Services Librarian within five (5) work days after receipt of the supervisor's decision.
6. After consideration of the employee's grievance and upon review of all submitted documentation and relevant information provided by the employee, the ~~Director~~Administrative Services Librarian will communicate a decision in writing to the employee within ten (10) work days after receiving the original written grievance from the employee.
7. If the grievance is not resolved with the Administrative Services Librarian, the employee may submit the grievance and any supporting documentation in writing to the Director within five (5) work days after receipt of the Administrative Services Librarian's decision.
- 6-8. After consideration of the employee's grievance and upon review of all submitted documentation and relevant information provided by the employee, the Director will communicate a decision in writing to the employee within ten (10) work days after receiving the original written grievance from the employee.

9. If the grievance is not resolved through the procedure outlined above or if the grievance concerns the Director, any staff member may address the Regional Board or Local Board pursuant to URRRLS' Open and Public Meetings Policy. (See Policy Manual)

7.10. The employee may skip any individual whom the grievance directly concerns and proceed to the next person in the chain of command.

VI (D)

2. Part-Time employees who work fewer than 17.5 hours per week will be entitled to paid holiday hours, based upon a proration of their budgeted hours scheduled throughout the fiscal year. See "Part-Time Holiday Leave Calculator"

- a. Such vacation pay will be added to the employee's paycheck.
- b. Employees who are regularly scheduled to work on a holiday may choose to have the day off without pay or may work another day to make up those hours.
- c. Substitutes and cleaning staff not entitled to paid holidays.

V (M)

8.11. Per Diem Allowance for Meals

- a. Employees traveling overnight in Georgia ~~will be~~ may receive up to the per diem amount outlined below ~~designed to cover the cost of meals.~~
 - i. Breakfast: \$6.00
 - ii. Lunch: \$7.00
 - iii. Dinner: \$15.00
 - b. Employees traveling in metropolitan areas, as defined by the State of Georgia Travel Regulations, may receive up to the per diem amount outlined below to cover the cost of meals.
 - i. Breakfast \$9.00
 - ii. Lunch: \$14.00
 - iii. Dinner \$27.00
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VI (B)

| 5. Annual leave shall be rounded up to the next quarter hour.

VI (C)

| 8. Sick leave shall be rounded up to the next quarter hour.